

CALENDAR OF CONNECTICUT SCHOOL NUTRITION PROGRAM REQUIREMENTS AND ACTIVITIES

2014-2015

This calendar serves as a resource to assist schools with planning for the school year. Please distribute a copy of this calendar to each person responsible for completing the following tasks related to the National School Lunch Program (NSLP) or the School Breakfast Program (SBP). This schedule is subject to change and does not represent all federal and state requirements for operating Child Nutrition Programs in schools.

When	Information	Due Date	Submit or File
<i>Summer</i>	Public Release for Free and Reduced Price Meals/Free Milk www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320680	August 2014 Send to the local news media, the employment office and any major employers who are contemplating large layoffs prior to the beginning of each school year.	File at School Food Authority (SFA). File copy of materials sent. Note: SFA is required to send release to media, not required to pay to publish.
<i>Summer</i>	Applications for Free and Reduced Price Meals and Free Milk www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320680	After July 1 but within 4 weeks of the start of school distribute to all households at the beginning of each school year. Process and implement within 10 school days of receipt.	File at SFA. Copies of letter to households, approved & denied applications, all direct certification lists, and a list of students designated as homeless or runaway. Copies of lists of students enrolled in the federally funded Head Start or Even Start Programs.
<i>Summer</i>	Food Service Management Company Contract – New and/or Renewal www.sde.ct.gov/sde/LIB/sde/pdf/DEPS/Nutrition/opmemos/14/OM_37-14.pdf	On or prior to the expiration date of the current contract. CSDE must approve prior to approval of online agreement.	Submit to Connecticut State Department of Education (CSDE). Mail or fax completed unsigned contract for review and approval. Submit signed contract after approval is given to sign the contract.
<i>Ongoing</i>	Afterschool Snack Program Application Addendum www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320648	At least two weeks prior to provision of snacks. To get reimbursement for snacks for August and September, application must be submitted by 9/15/14.	Submit to CSDE. Mail an original signed copy to CSDE before the SFA begins providing snacks.
<i>Ongoing</i>	Afterschool Snack Program Monitoring www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320648	At least twice per year for each snack program site. The first review must be conducted within 4 weeks of the start of snack service.	File at SFA. File documentation of reviews and findings.
NEW <i>Ongoing after July 1</i>	Identify Directly Certified Students www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=335442	Weekly throughout school year.	File at SFA. Keep documentation of student eligibility on file. <i>BEST PRACTICE: Determining Official should check the Direct Certification list every Tuesday morning for new students.</i>
<i>July</i>	Interschool Agreements www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320680	July 1, 2014 Sponsors who vend or satellite meals to another district or school must submit an annual interschool agreement.	Submit to CSDE. An original signed copy must be mailed to CSDE before the SFA begins providing meals.
<i>August/September</i>	First NSLP State Match Payment to Districts	August or September 2014	Payment of 75 percent of amount district received in 13-14.
<i>September or October</i>	End of Carryover of Student Eligibility www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Nutrition/EligibilityManual.pdf	31st Day of School A child's prior school year eligibility is in effect for 30 operating days into the current school year.	File at SFA. File documentation of removal of students who had been receiving meal benefits due to 2013-14 approved application or were 2013-14 directly certified..
<i>September - October</i>	Annual Online Sponsor Agreement Renewal Must be updated for each school year. <i>Wait to get specific directions from SDE before completing information.</i>	October 10, 2014 Submitted electronically using the online application and claim system. Notify your SDE Consultant when update is completed.	Submit to CSDE. Annual update required and update with any changes throughout the school year to keep current..

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<i>September - January</i>	NSLP On-Site Monitoring Required only if there is more than one school/site in the SFA. www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320680	February 1, 2015 Local on-site monitoring must be completed and documented for each school at least once prior to February 1 each year.	File at SFA. File documentation of review, findings and corrective action.
<i>September - October</i>	CT Grown for CT Kids Week October is National Farm to School Month: http://www.farmtoschoolmonth.org/	September 29 - October 3, 2014	For more information visit: http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322568
<i>Before October 1, 2014</i>	Attestation of Compliance with Meal Pattern Requirements for School Year 14-15 (Six-Cents Certification) http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=334232	Due NO LATER THAN October 1, 2014	Submit to CSDE. The attestation of compliance must be submitted annually to the CSDE prior to October 1 of each year through the school year beginning July 1, 2014, to attest full compliance with the subsequent year meal pattern requirements.
<i>October</i>	Food Safety Inspection Report	October 10, 2014 <i>This will now be completed at the same time as the Online Agreement</i>	Submit to CSDE. Complete online survey pertaining to Health Inspections that occurred in the 13-14 school year.
<i>October</i>	Severe Need Breakfast Start-Up Funds	October 2014	State payment sent to districts for schools which qualify as Severe Need for Breakfast
<i>October</i>	Selection of Applications for Verification www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320644 www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Nutrition/EligibilityManual.pdf	October 1, 2014	File at SFA. File documentation of selection process based on new applications on file as of 10/1/14.
<i>October</i>	National School Lunch Week: <i>"Get in the Game with School Lunch"</i>	October 13-17, 2014	Visit www.schoolnutrition.org for more information
<i>October – November</i>	Conduct Verification www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320644	Complete verification activities by November 15.	File at SFA. Verification activities must be fully documented and kept on file. Refer to the USDA Eligibility Manual for School Meals for guidance.
<i>November</i>	Paid Lunch Pricing Report	November 1, 2014	Submit to CSDE. Annual update required.
<i>November</i>	DAS Payment for USDA Foods (Commodities)	Payment to DAS will be withheld from November claim in payment to SFA issued in January 2015.	
<i>November</i>	Healthy Food Certification Documentation www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322420	November 30, 2014	Submit to CSDE.
<i>December</i>	Verification Collection Report http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320644	December 14, 2014 Failure to submit report by due date could lead to the withholding of claims.	Submit to CSDE and file at SFA.
NEW DATE <i>October</i>	Annual Revenue and Cost Expenditures Report	October 31, 2014	Submit to CSDE. An original copy, signed by the SFA's Authorized Representative, must be mailed to the CSDE. Faxed copies not accepted
<i>January</i>	First HFC Payment	January 2015	First half of payment due to schools that participate in Healthy Food Certification.

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<i>Late January</i>	First Severe Need Breakfast Payment	Late January 2015	First half of payment due to schools which qualify for Severe Need Breakfast.
<i>February</i>	NSLP On-Site Monitoring (See September entry above for details)	February 1, 2015	File at SFA. On-site monitoring must be completed for each school prior to February 1.
<i>February</i>	Healthy Food Certification application materials are available. Schedule annual board meeting between February and June to vote on district participation in Healthy Food Certification (Public school districts only) www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322424	Board vote must occur by July 1, 2015 for the district to participate for the 2015-16 school year	File at SFA. File board meeting minutes that document the vote on healthy food certification.
<i>March</i>	National School Breakfast Week: “Make the Grade with School Breakfast”	March 2-6, 2015	Visit http://www.schoolnutrition.org/NSBW2015/ for more information
<i>April</i>	Second NSLP State Match Payment to Districts	April 2015	Payment of remainder of state match funds due based on actual meal count from 2013-14..
<i>April</i>	Complete Paid Lunch Equity Calculations	April 2015	File at SFA. Utilize USDA provided tools, to be issued annually, to complete calculations and keep on file.
<i>April</i>	Application Due for Summer or Seamless Summer Food Service Program www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320658 www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320646	April or May 2015	Submit to CSDE. Contact CSDE staff with any questions.
<i>April-May</i>	Second State Severe-need Breakfast Payment	April or May 2015	Second half of payment due to schools that qualify for Severe Need Breakfast.
<i>May</i>	School Lunch Hero Day	May 1, 2015	Visit http://www.schoolnutrition.org/SLHD/ for more information
<i>May</i>	Second DAS Payment for USDA Foods	Amount owed will be withheld from May claim when payment is received by SFA in June/July 2015.	Administrative fee for USDA foods to be withheld from May claim for reimbursement.
<i>May or June</i>	Second HFC Payment	May or June 2015	Second half of payment due to schools that participate in Healthy Food Certification.
<i>June</i>	Healthy Food Certification Statement (Public school districts only) www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322424	Due NO LATER THAN July 1, 2015 (Board vote must occur by July 1, 2015 for the district to participate for the 2015-16 school year)	Submit to CSDE. Two original copies of the <i>Healthy Food Certification Statement – Addendum to Agreement for Child Nutrition Programs (ED-099)</i> , signed by the SFA’s Authorized Representative, must be mailed to the CSDE. Faxed copies not accepted.

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Daily/Weekly/Monthly/Annually			
When	Information	Due Date	Submit or File
<i>Daily</i>	Menu Production Records www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320672	Required daily	File at SFA.
<i>Daily</i>	Edit Check Worksheets www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320680	Required daily	File at SFA. File with monthly claim materials.
<i>Weekly</i>	Identify Directly Certified Students http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=335442	Required weekly	File at SFA. Keep documentation of student eligibility on file.
<i>Monthly</i>	Claim for Reimbursement http://www.sde.ct.gov/sde/LIB/sde/pdf/DEPS/Nutrition/OPmemos/14/OM_1-14.pdf	Due approximately two weeks after end of month claimed. Claims cannot be paid if submitted more than 60 calendar days following the end of the claim month.	Submit to CSDE. Utilize online claim system for NSLP, SBP, SMP and After-School Snack claims. NOTE: Once opened each month, the online system is locked after approximately 2 weeks. Once locked, the SFA must wait until the next month to submit claims.
<i>Twice Annually</i>	Local Health Inspections www.ct.gov/dph/cwp/view.asp?a=3140&q=387486	Twice per school year	File at SFA. Copy of the most recent inspection must be posted in a public area of the school.
<i>Annually</i>	Wellness Policy Review www.sde.ct.gov/sde/cwp/view.asp?a=2678&q=322438	Evaluate annually with Wellness Committee.	File at SFA. File documentation of Wellness Committee meeting and review of policy.
<i>Annually</i>	Civil Rights Training www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Nutrition/Civil_Rights_Presentation.pdf	Conduct annually for all Food Service Staff, including Determining & Verifying Official.	File at SFA. File documentation of training agenda and attendance.
<i>Annually</i>	HACCP Plan Update http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333766	Review, update and document annually.	File at SFA. File documentation of review.
<i>Anytime</i>	Start a Federally Funded School Breakfast Program www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=320662	Any time during the School Year The district must obtain CSDE approval before starting or expanding a SBP.	Submit to CSDE.

NOTE: All required program materials must be retained by the School Food Authority (SFA) for three (3) prior school years plus the current year of operation for audit compliance.

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Annual Meetings and Trainings			
When	Meeting	Date	Details
September	Healthy Food Certification Workshops (Two sessions of same workshop)	September 10, 2014 CSDE, Middletown (9-12:15) September 19, 2014 CSDE, Middletown (9-12:15)	Overview of Healthy Food Certification Program and requirements. Contact Susan Fiore at susan.fiore@ct.gov
Fall 2013	Administrative Review Training	Date and Location TBD	Training for those SFAs scheduled for an Administrative Review during the 2014-15 school year ONLY. Individual invitations to this training will be sent in September 2014.
November	3rd Annual CT School Breakfast Summit and SNACT Food Show <i>KEYNOTE SPEAKER: Dr. Janey Thornton , Deputy Undersecretary of the USDA</i>	Tuesday, November 4, 2014 Aqua Turf, Plantsville	Topic: Building Participation in your School Breakfast Program Check www.SNACT.org for more information
March	Department of Administrative Services USDA Foods Show	March 5, 2015	CT Food Distribution Program 860-713-5147 linda.hubeny@ct.gov
April	Seamless and Summer Food Service Program Training	TBD <i>Mandatory for all Summer Sponsors</i>	Notice will be sent from CSDE in Spring of 2015.
June	SNACT Summer Conference	June 2015 <i>Exact date and location TBD</i>	
Summer	Verification and Application Training	June, July, August & September 2015	Notice will be sent from CSDE in May 2015.
Summer	NSLP & SBP Meal Pattern Training	July and August 2015	Notice will be sent from CSDE in May 2015.



Connecticut State Department of Education
Bureau of Health, Nutrition, Family Services and Adult Education
25 Industrial Park Road, Middletown, CT 06457
Telephone: 860-807-2050 • Fax: 860-807-2127
CSDE Web site: www.ct.gov/sde/nutrition

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